**Book Processing Specifications**

**Anytown School Library Media Center**

**Specifications to be used with all library resource orders. Most orders will be placed using a vendor package that includes 'all materials attached' as shown below. Many specifications are kept on file at the vendor.**

|  |  |
| --- | --- |
| **Physical Items Specifications** | * **Mylar (attached)** * **Spine label (attached)** * **Barcode label (attached)** * **Date due slip (attached inside back cover)** * **Pocket card (attached inside back cover)** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Barcode Specifications** | * **Placement -- front cover, center position** * **Direction -- vertical** * **Attached** * **Select option to not cover title** * **Barcode symbology -- Code 39** * **Barcode length -- 8-14 character** * **Type indicator -- Library** * **School ID/location code -- #### (local)** * **Check digit (not used)** * **Exclusive barcode range** * **Library name: Anytown Middle School** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **MARC Specifications** | * **Electronic record delivery** * **MARC21 (852 holdings)** * **526 tag -- Accelerated Reader** * **521 tag -- Lexile Level** * **020 tag -- 13-digit ISBN** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Reading Program Specifications** | * **Accelerated Reader** * **Small reading program information label** * **Attached above classification** |
| **Call Number & Cataloging Specifications** | * **Attached** * **1/2" from bottom of book to label** * **Horizontal** * **Fiction -- FIC (with first three letters of author's surname)** * **Nonfiction -- Classification number (with first three letters of author's surname)** * **Individual Biography -- B (with first three letters of biographee's surname)** * **Collective Biography -- 920 (with first three letters of author's surname)** * **Easy Fiction -- E over Fiction (with first three letters of author's surname)** * **Easy Nonfiction -- E over Dewey** * **No special juvenile classification option** * **Short Story collection -- 808.8** * **Reference -- REF over call #** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Special Designator Specifications** | * **DVD over call # (Digital video)** * **VID over call # (VHS)** * **PLAY over call # (Playaway)** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Subject Headings** | * **Sears** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Ordering Specifications** | * **Purchase Order** * **Standard shipping** * **Follett Destiny** * **Macintosh** * **E-mail when MARC records are available on vendor website** |